

Assistant to the Director, CIA

14 June 1963

Chief, Records Management Staff/DDS

Survey Report of Executive Registry

1. Attached is a Survey Report of the Executive Registry prepared by [ ] of this staff in accordance with your request. The report contains six recommendations.

2. One of the recommendations proposes installation of a subject filing system. This Staff is prepared to assist in conversion to this system if the proposal is acceptable.

3. I wish to extend my appreciation to [ ] and his Staff for their cooperation and assistance during the conduct of this survey. If any further assistance is needed in implementing these recommendations, please call me.

Attachment

*Distribution:*

*Orig + 1 = addressee (by hand)*

*Copy circulated to RMS 7/1/63*

DDS/RMS/ [ ] b1 (13 June '63)

RETURN TO ARCHIVES & RECORDS CENTER  
IMMEDIATELY AFTER USE  
JOB 65.503 BOX 1